

Town of Kingfield
PUBLIC PARTICIPATION AT BOARD MEETINGS

“LIMITED PUBLIC FORUM”

Board meetings are conducted for the purpose of carrying on the official business of the town. All regular, special, and emergency meetings of the Board are open to the public. The public is cordially invited to attend and participate in Board meetings as provided in this policy.

Although Board meetings are not public forums, the Board will provide appropriate opportunities for citizens to express opinions and concerns related to the matters under consideration by the Board. The intent is to allow a fair and adequate opportunity for the public to be heard and to provide adequate time for the Board to obtain information and opinion on subjects before it, while ensuring that the time allowed for public discussion does not interfere with the fulfillment of the scheduled agenda.

A period for public participation will be provided immediately following the approval of minutes. During the time allotted for public participation, members of the public may speak on any subject directly related to the operations of the town, except for personal matters or complaints concerning specific staff, which shall be addressed through established policies and procedures.

The Chair may at his/her discretion invite the public to speak prior to the Board's vote on a specific agenda.

Members of the public may address the Board within the guidelines provided in this policy. The Chair shall be responsible for maintaining proper order and compliance with these guidelines.

Guidelines for Public Participation

The following guidelines shall apply to public participation at Board meetings.

- A. Citizens and employees of the town are welcome to participate as provided in this policy. Others may be recognized to speak at the Chair's discretion.
- B. The Chair may limit the time allotted for comments on a particular topic as well as the time each individual may speak. (e.g., 3-5 minutes) and for the entire comment period (e.g., 20-30 minutes).
- C. In the event of a sizeable audience, the Chair may require persons interested in speaking to sign up so they may be called on in a fair and efficient manner.
- D. During the time set aside for public participation, the Chair will be responsible for recognizing all speakers, who must identify themselves as they begin talking.
- E. Speakers are not permitted to share gossip, make defamatory comments, or use abusive or vulgar language.

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- F. All speakers are to address the Chair and direct questions or comments to particular Board members or the Town Manager only with approval of the Chair. Requests for information or concerns that require further research may be referred to the Town Manager to be addressed at a later time.
- G. The board will not be compelled to respond to comments or answer questions immediately. The board will however take matters under advisement. The Board will use a public comment period simply as a forum to hear from constituents.
- H. Members of the Board and the Town Manager may ask questions of any person who addresses the Board but are expected to refrain from arguing or debating issues. Questions must be addressed through the Chair.
- I. No complaints or allegations will be allowed at Board meetings concerning any person employed by the Town. Personal matters or complaints concerning staff issues will not be considered in a public meeting but will be referred through established policies and procedures directed through the Town Manager.
- J. In order to make efficient use of meeting time, the Board discourages duplication or repetition of comments to the Board. The Board requests that groups or organizations be represented by designated spokespersons.
- K. The Chair has the authority to stop any presentation that violates these guidelines or the privacy rights of others.
- L. Persons who disrupt the meeting may be asked to leave, and the Chair may request law enforcement assistance as necessary to restore order.

An agenda shall be published in advance of each meeting in accordance with Board policy. Copies will be posted and/or available prior to regular meetings at the meeting site and on the Town of Kingfield website. Anyone desiring additional information about an agenda item should direct such inquiries to the Town Manager

Legal Reference: 1 MRSA § 401 et seq.

1 MRSA § 403 et seq.

1 MRSA § 404 et seq.

Adopted: **March 11, 2024**